

DEADLINE: Received by May 14, 2014, 5 pm (Not Postmarked By May 14th)

STUDENT **T**EEN **E**MPLOYMENT **P**REPARATION

Dear Potential STEP Volunteer: Thank you for your interest in the Student – Teen Employment Preparation (STEP) program offered by Seattle Parks and Recreation. The purpose of STEP is to provide youth with personal growth opportunities, inspire community engagement, and introduce early employment skills. We value and try to incorporate environmental stewardship, race and social justice issues, and youth empowerment and recognition in our inclusive programs.

YOU WILL: Meet new people and create friendships.

Make a difference in the community.

Get comfortable working outdoors, in bad weather, doing manual labor, and getting dirty.

Work collaboratively with a team of 10 teens to affect change.

Reflect creatively on your experience through mixed media including a final project.

ELIGIBILITY: Open to teens 14 – 19 years of age as of July 7, 2014.

Must have either a social security number or tax ID number

Must be a resident of city of Seattle. Please see the back of this cover page for specific information on

how to determine your address eligibility.

QUALIFICATIONS: Required to lift 30 pounds, required to stand, bend and walk for extended periods of time.

Must have a positive work attitude and the ability to work on a team of youth and adults.

SELECTION: Only complete applications with two letters of recommendation will be considered. Selections are made by lottery. 50% of positions will be selected from applicants that are of underserved populations including but not limited to: low income, youth in foster/ kinship care, immigrant, refugee, homeless, youth with special needs, Youth Violence Prevention youth, and referrals by youth workers. The remaining 50% of the positions will be selected from applicants meeting the general eligibility requirements with an equal number of applicants selected by lottery from both pools.

PROGRAM DATES: Deadline: May 14, 2014 Program: July 7 - August 15, 2014 (6 weeks total)

Notification: Week of May 26, 2014 Celebration Event: August 20, 2014 at Camp Long

Orientation: July 3, 2014

PROGRAM HOURS: 4 days per week, approximately 6 hours per day

Mon – Thu or Tue – Fri, 9 am – 3:30 pm (May vary slightly based on project needs.)

STIPEND: \$599.00 (mailed 3 to 5 weeks after program end)

Participants must complete minimum requirement of 120 hours and meet *all*

program expectations. No partial stipends are given

WHERE: Must provide own transportation to and from your designated meeting location.

Workshops and job experiences take place at various parks/facilities citywide.

APPLY: Please submit a complete application, *including* the two letters of recommendation to:

Seattle Parks and Recreation Attn: STEP 100 Dexter Ave N Box #4 Seattle, WA 98109

Incomplete or late applications cannot be accepted. *Please note that you will not be contacted if your application is incomplete.* Please make sure that all sections of the application are complete and that two letters of recommendation are included. *We do not accept applications via e-mail or fax.*

QUESTIONS: Gwen Wessels at (206) 615-1727 or Gwen.Wessels@seattle.gov

Please turn over

How to determine if your address fits our eligibility requirements

If you live in unincorporated Seattle and attend a Seattle Public School <u>or</u> if you live in unincorporated Seattle and qualify to attend a Seattle Public School you are eligible to apply. Use the tool below to determine if you are eligible to attend a Seattle Public School (SPS).

Go to the SPS website http://www.seattleschools.org/. From the tool bar at the top of the homepage select "Schools," then click on "Enrollment" from the dropdown list. On the next page in the left column click the link for the "Address Lookup Tool." Enter your address to check if you are eligible to attend a Seattle public school. If there are Seattle public schools listed, then you are eligible to apply to the STEP program. If the address is not found, you are not eligible.



STEP Summer 2014 Application

Please complete ALL sections of the application legibly. Please use a pen. Incomplete applications including those missing letters of recommendation will not be considered.

Applications with two letters of recommendation must be received by (not postmarked) <u>WED, May 14, 2014 at 5 pm</u>
<u>NO EXCEPTIONS</u>

*Letters of recommendation should be written by someone who knows the applicant well and is not a family member or relative of the applicant. Letters of recommendations need to be submitted *with* the application, not separately.

	lame:		Middle Initial			
	Address:				Apt#:	
	City:		State:		Zip:	
	Home Phone: _()		Alterna	te Phone: _())	
	Email Address:			Male:	Female:	Other:
	School:	_ Age: _		_ DOB:	Grade:	
				DOB = Date of	of Birth	
Ple	ease complete all the following questions to the bes	t of vou	r abilitv.			
	3 1	, ,				
Wh	Why do you want to participate in the STEP program?					
Wh	What leadership roles have you held? (i.e. clubs, teams, youth groups, etc.)					
Wh	What experience do you have working with others? (i.e. school projects, sports, committees, etc.)					

How do you typically resolve conflict?
What personal strengths do you think you will bring to this program?
Is there any other information that you think you think we should know about you?
Please complete the following section: By signing below you are stating that you have read all enclosed materials concerning the Seattle Parks and Recreation STEP Job Readiness Program and that all statements you have made in the application are true to the best of your knowledge.
Signature of Applicant:
Printed Name of Applicant:
Parental or Guardian Approval for Applicants Under the Age of 18 Years of Age I have read and understand the enclosed materials that describe the Seattle Parks and Recreation STEP Job Readiness Program. I have discussed the program with my child and understand the expectations and authorize him/her to apply for and participate in the STEP Job Readiness Program.
Signature of Parent/Guardian:
Printed Name of Parent/Guardian:
We encourage you to make a copy of your application for your records before submitting. Incomplete or late applications will not be considered. A complete application must include the following: 2014 STEP Application filled out completely and to the best of your ability. At least two letters of recommendation are required to be considered for a STEP position. Letters can be from Teachers, Coaches, Counselors, etc. Letters cannot be submitted by members of your family. Applicant signature Parent/ guardian signature (if under 18)

PLEASE MAIL TO:

Seattle Parks and Recreation Attn: STEP 100 Dexter Ave N Box #4 Seattle, WA 98109

APPLICATIONS, INCLUDING THE TWO LETTERS OF RECOMMENDATION DUE WED., MAY 14, 2014 @ 5 PM (Received by, not postmarked by May 14th)

If you have any questions, please feel free to contact us at (206) 615-1727 or email gwen.wessels@seattle.gov

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Survey

The following questions are **optional** and are asked as a means of placing applicants in targeted vs. general population pools that will be used in the lottery selection process. Equal number of applicants will be selected by lottery from both pools. Please refer to Selection Process on Cover Sheet of application for more information.

Ethnicity (please mark all that apply):					
American Indian or Native Alaskan:	Hawaiian Native or Pacific Islander:				
Asian:	Hispanic, Latino:				
African, African American, Black:	White, Caucasian :				
Other:					
Do you qualify for free or reduced lunch? Yes : No :					
Are you a foster youth? Yes : No :					
Are you an immigrant or refugee? Immigrant: Refug	ee :				
From where?	_				
Are you homeless? Yes : No :					
Do you have a disability? Yes : No :					
Do you participate in the Youth Violence Prevention Program (YVPI)? Yes : No :					
How did you hear about the STEP Program? (please chec	k best answer)				
School Presentation (Please note school):					
Job/ Career Fair (Please note fair name/ date) :					
Teacher/ School Counselor (Please note staff name and school):					
Community Center Staff (Please note staff and center names) :					
Other City of Seattle Staff (Please note staff name or department) :					
Nonprofit agency (Please note agency name):					
Family (Please specify relation):					
Other (Please specify):					

Letter of Recommendation Request #1

Please return this page with your letter of recommendation.

_____ is applying to participate in the 2014 Student Teen [Applicant name] Employment Preparation Program (STEP) and must submit a Letter of Recommendation to complete the application process. You are being asked to write a letter on behalf of this candidate. Letters of Recommendation can be provided from school teachers, counselors, coaches, religious leaders, neighbors, former or current supervisors, etc. Letters of Recommendation cannot be written by family members. All recommendation letters must be submitted with the program application. Applications with letters of recommendation must be received by May 14, 2014 @ 5 PM (not postmarked) in order for an application to be considered complete and on time. Letters of Recommendation received after the deadline and/or separate from the application will not be accepted and the applicant's file will be incomplete. Applicant will NOT be considered to participate in STEP. If you have any questions, please feel free to contact us at (206) 615-1727 or email Gwen.Wessels@seattle.gov PLEASE PRINT CLEARLY Recommender contact information: Name: Phone: Email: How long have you known the applicant? In what capacity do you know the applicant? _____

Please write your letter based upon your knowledge of the applicant's:

- Work ethic
- Reliability
- How well the applicant takes direction
- Applicant's ability to work both in a group and independently
- Any special skills or traits applicant possess
- How you think the applicant will benefit from the program

Please limit your letter of recommendation to one (1) page.

Letter of Recommendation Request #2

Please return this page with your letter of recommendation.

[Applicant name] is applying to participate in the 2014 Student Teen Employment Preparation Program (STEP) and must submit a Letter of Recommendation to complete the application process. You are being asked to write a letter on behalf of this candidate.						
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Il recommendation letters <u>must be submitted with the program application.</u> Applications with letters of ecommendation must be received by May 14, 2014 @ 5 PM (not postmarked) in order for an application to be onsidered complete and on time.						
Letters of Recommendation received after the deadline and/or separate from the application will not be accepted and the applicant's file will be incomplete. Applicant will NOT be considered to participate in STEP.						
If you have any questions, please feel free to contact us at (206) 615-1727 or email Gwen.Wessels@seattle.gov						
PLEASE PRINT CLEARLY						
Recommender contact information:						
Name:						
Phone:						
Email:						
How long have you known the applicant?						
In what capacity do you know the applicant?						

Please write your letter based upon your knowledge of the applicant's:

- Work ethic
- Reliability
- How well the applicant takes direction
- Applicant's ability to work both in a group and independently
- Any special skills or traits applicant possess
- How you think the applicant will benefit from the program

Please limit your letter of recommendation to one (1) page